



# Heritage Academy

**Vacancy:** Teaching Assistant for weekday Islamic After-School Club

**Location:** British Muslim Heritage Centre, Whalley Range, Manchester, M16 8BP

**Salary:** £12.50 per hour

**Hours:** 9 hours a week

## Summary:

Heritage Academy is an innovative, unique educational after-school club committed to building well-rounded Muslims. We are seeking a teachers assistant to help and assist the Islamic Studies teacher during lessons between the hours 4:45pm and 7pm, Monday to Thursday.

## Job Description:

- Assist the teacher in listening to the recitation of the Qur'an and Duas of students.
- Make sure that the pupils you support are able to engage in learning and stay on task during the lesson or activity so that they can become independent learners
- Support the social and emotional development of pupils, reporting any issues when required.
- Support the teacher in managing challenging pupil behaviour and promoting positive behaviour.
- Maintain consistent communication and professionalism with students, parents, and staff.
- Pass an enhanced DBS check.
- Monitor and record pupils' progress and provide detailed and regular feedback to teachers
- Carry out administrative duties, such as preparing the classroom and clearing away after class to ensure effective teaching can take place.
- Look after pupils who have had accidents, administering first aid where necessary, and those who need help dressing or are upset.

- Provide support outside of your normal classes, such as helping during exams, covering teacher absences or going on class trips.

### **Skills & Abilities:**

You will need to have:

- A positive approach to working with children and the ability to motivate, inspire and build rapport.
- A strong regard for pupil safety and well-being.
- Respect for diversity, as you'll be working with pupils from a range of backgrounds.
- Communication and interpersonal skills to build relationships with pupils, parents and teachers
- Reading, writing and numeracy skills.
- Creative ability.
- Patience.
- Organisational skills.
- A professional attitude to work.
- A willingness to keep up to date with educational policy and training related to your role.

### **Knowledge & Understanding:**

- Teaching experience preferred.
- Exemplify strong Islamic character and possess sound knowledge of Islam.
- Fluency in verbal and written communication in English.
- Ability to motivate and inspire students.
- Appreciate constructive criticism and opportunities to improve.

### **How to Apply:**

Please email: [info@bmhc.org.uk](mailto:info@bmhc.org.uk) the following:

- CV
- Cover letter; please refer to the job description addressing your qualities and suitability for the post.